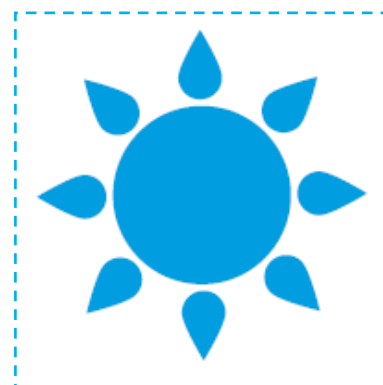
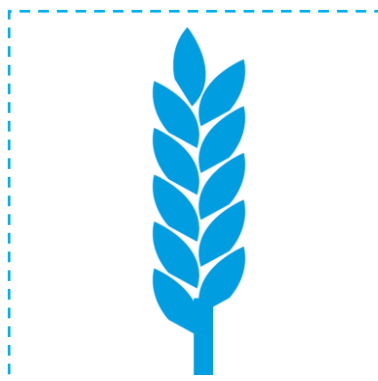




AGRICULTURE



**FOOD AND
NUTRITION**



ENVIRONMENT

GUIDE FOR APPLICANTS

Junior Research Scientist open competitions (permanent positions) **2016**

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Research Scientists (Chargés de Recherche) at INRA are recruited through **open competitions**, as it is the case for other categories of civil servants in France.

We hope this guide provides you with the necessary practical information on application and open competition procedures.

Should you need further details on these procedures, please contact the recruitment service of the Human Resources Department.



www.inra.fr/en/ ("Careers and jobs")



concours_chercheurs@paris.inra.fr



INRA – DRH – Pôle Recrutement
147, rue de l'Université - 75338 Paris cedex 07



+ 33 (0)1.42.75.91.40/94.13/94.18

Please note that official correspondence regarding open competition procedures will be in French.

THE BASICS

The application package

The package includes 2 parts:

1. An administrative section on paper (cf. document entitled "administrative file"),
2. A scientific section on CD-Rom or USB flash drive, divided in **three parts**:
 - 2.1. Your doctoral dissertation** (complete manuscript of the thesis) + summary in French or in English if the thesis is written in another language.
 - 2.2. A scientific report** including:
 - 2.2.1. A curriculum vitae (a maximum of 2 pages) with detailed information about your education, qualifications, your past and current work activities, placements, positions held, research work and any responsibilities.
 - 2.2.2. A report (a maximum of 8 to 10 pages) detailing your research work conducted alone or in collaboration. You must highlight the skills acquired and how they can be applied to the chosen position(s). **Please note that candidates are not expected to present the research project that will be implemented if they are successful.**
 - 2.2.3. A complete list of your publications.
 - 2.3. Complete copies of your most significant publications** (a maximum of 4).

Recommendations

- ▶ It is advised to **apply for position(s) for which there is an adequacy with your studies and/or professional experience.**
- ▶ It is strongly recommended that you **contact the person in charge** of the position selected (contact details can be found on each job profile sheet) for any useful information concerning the choice of competition or the position(s), the research unit, etc...
- ▶ You must pay special attention to the scientific report in order to make it **legible** and **follow the instructions carefully**: conventional fonts, single line spacing, number of pages indicated. Any additional pages will not be taken into account by the selection board (pages with only graphs and illustrations are not counted).
- ▶ If the doctoral dissertation (thesis) is written in a language other than French or English, we recommend that the candidates complete the application file with a **summary of the thesis (1 to 2 pages) in French or in English.**
- ▶ Application files have to be sent by postal mail. Application(s) by email will not be accepted.

Application requirements

Age and nationality

Open competitions for the recruitment of Research Scientists are **open to all** regardless of age and nationality.

Degrees

You must either hold one of the following degrees:

- "Doctorat d'Université" (PhD),
 - "Doctorat d'Etat" or "Doctorat de 3ème cycle",
 - "Doctorat" from one of the French "Ecoles d'Ingénieurs"
 - DERSO (diploma in odontology studies and research),
 - DERBH (diploma in human biology studies and research),
 - Degree from a foreign university judged **equivalent***,
- Or proof of scientific work or degrees judged **equivalent***.

** cf. conditions for obtaining an equivalence pages 8 and 9*

Selection of candidates

The recruitment of Junior Research Scientists (CR2) for a permanent position at INRA is aimed at researchers in the **early stages of their careers** who have obtained their PhD and have often pursued their professional career outside the laboratory where they started out, after their doctorate (post-doctorates).

▶ Firstly, you will be required to show your ability to conduct research work. The selection board will primarily pay special attention to:

- the soundness of your scientific and technical knowledge,
- the quality of the scientific work,
- the capacity to formulate a research question and explore it,
- the command of methods and tools required for your research.

▶ In addition to your scientific skills, special attention will be paid to your level of English, communication skills (written or oral), project management and team leadership. Finally, creativity, autonomy, motivation and potential will also be assessed by the selection board.

⚠ Shortlisted candidates (based on applications) will be interviewed by the selection board (final selection). Physical presence of candidates is absolutely required during the final selection. They may be asked questions concerning the different profiles which are part of the same competition. Moreover, the selection board may offer a different position to the one applied for.

OVERVIEW

THE INSTITUTE: STATUS, STRUCTURES, STAFF, ORGANIZATION

STATUS

The National Institute for Agricultural Research (INRA) was founded in 1946 and in 1984 it became a national public scientific and technological establishment (*Etablissement public à caractère scientifique et technologique - EPST*) under the joint authority of the Ministry of National Education, Higher Education and Research and the Ministry of Agriculture.

Its missions are:

- to serve the public interest, while maintaining consistency between its research goals and the demands of society;
- to acquire and disseminate information on scientific knowledge and innovation, particularly in the fields of agriculture, food and nutrition and the environment;
- to contribute to decision-making and training, to promote the transfer of scientific knowledge and participate in the science-society debate;

Our research covers a broad range of disciplines – the biology of organisms, physiology and nutrition (46%), population biology and ecology (19%), earth sciences, chemistry, environmental engineering and processes (10%), biotechnological sciences (9%), economic and social sciences (10%), digital and modelling sciences (6%) - of both objects and scales – at levels which may range from molecules, genes and cells to agrosystems and the biosphere, from farms to the different sectors, territories and markets.

INRA research undertakes to improve and exploit knowledge of the living world, applied to agriculture, food and nutrition and the rural environment.

STRUCTURES

INRA is administered by a Board of Directors chaired by the President of the Institute. The President is also Director General. He is assisted by the Institute's Scientific Advisory Board.

Research is conducted in research units which are part of one or several of 13 Research Divisions coordinated by 3 Scientific Directors.

Organization and means:

- 13 research divisions in the field of agriculture, food and nutrition and the environment,
- 17 regional centres and 1 head office with 148 sites throughout Metropolitan and French overseas territories,
- 186 research units (including 103 associated with other organisations),
- 49 experimental units,
- 109 research support and service units,
- a budget of €880 million for 2014.

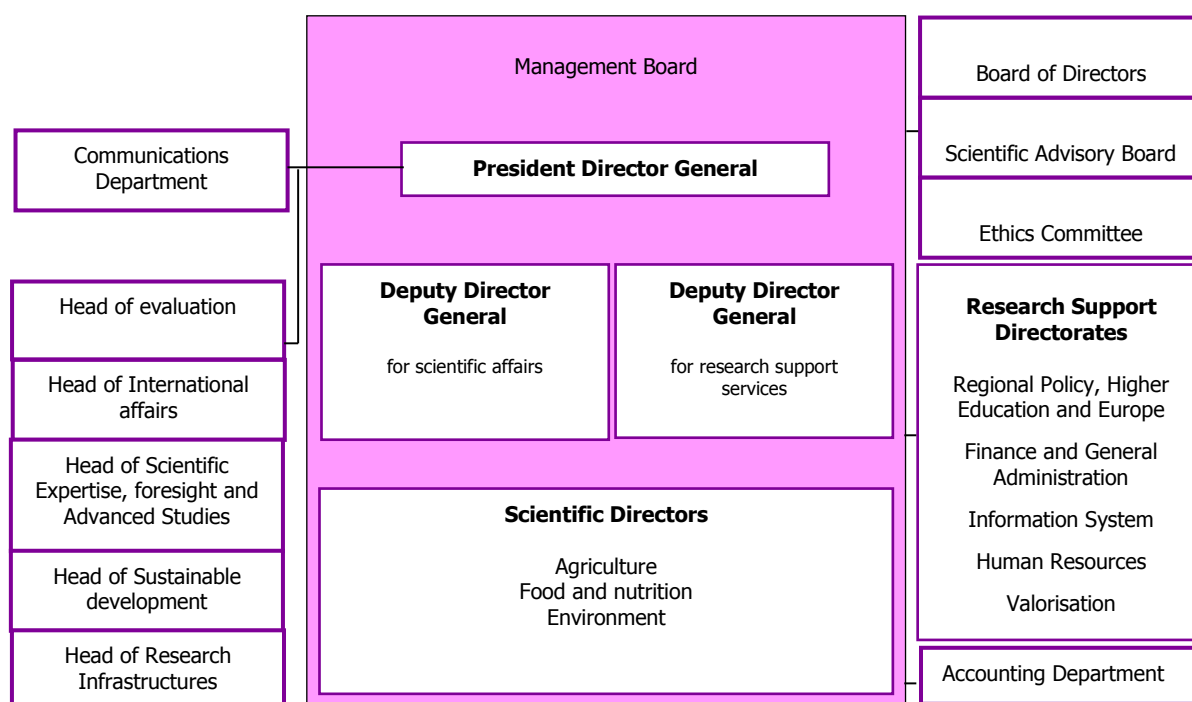
STAFF

Over 10,000 people work for INRA.

In 2014, INRA has nearly 8,290 full-tenure staff members:

- 1,840 researchers and 1,756 engineers,
- 4,694 assistant engineers, technicians and administrative staff,
- 2,532 trainees, 510 remunerated doctoral candidates and many post-doctoral scientists,
- 167 foreign research scientists and research directors.

ORGANIZATION



- 17 Regional Centres and 1 Head Office**
- Angers-Nantes
 - French Antilles and Guyana
 - Auvergne-Rhône-Alpes
 - Bordeaux-Aquitaine
 - Colmar
 - Corsica
 - Dijon
 - Jouy-en-Josas
 - Nord-Picardie-Champagne
 - Montpellier
 - Nancy
 - Provence Alpes Côte d’Azur
 - Paris head-office
 - Poitou-Charentes
 - Rennes
 - Toulouse
 - Val de Loire
 - Versailles-Grignon

- 13 Research Divisions**
- Nutrition, Chemical Food Safety and Consumer Behaviour
 - Plant Biology and Breeding
 - Science and Process Engineering of Agricultural Products
 - Forest, Grassland and Freshwater Ecology
 - Environment and Agronomy
 - Animal Genetics
 - Applied Mathematics and Informatics
 - Microbiology and the Food Chain
 - Animal Physiology and Livestock Systems
 - Animal Health
 - Plant Health and Environment
 - Science for Action and Sustainable Development
 - Social Sciences, Agriculture and Food, Rural Development and Environment
- 186 Research Units**

JUNIOR RESEARCH SCIENTIST PERMANENT POSITION (appointed at INRA as CR2): ACTIVITIES, APPOINTMENT, SALARY, CAREER

JRS (CR2) are generally recruited from among **researchers who have recently defended their doctoral dissertation** (or proof of scientific work or qualifications judged **equivalent**). Candidates are selected on the basis of their scientific competence and to reply to a research question. Candidates must have published articles developing the results of their dissertation.

ACTIVITIES

In accordance with the missions assigned to the research staff, scientists must not only contribute to the **acquisition of new knowledge** in their spheres of competence but also help **transfer the results of their research** to society at large: economic and social applications, dissemination of scientific and technical information, training in and through research, and developing scientific exchange with other countries.

JRS (CR2) must above all make progress on the research topic which has been given to them and systematically publish acquired results.

The activities carried out by Junior Research Scientists (CR2) **are assessed every two years** by Specialised Scientific Commissions (Commissions Scientifiques Spécialisées-SSCs) (see list page 8).

APPOINTMENT

The President of the Institute, following the selection board's final list, appoints each successful candidate as a probationary civil servant **for a year**. At the end of this probationary period, the competent SSC assesses his/her work and recommends tenure or not. Then he/she becomes a French civil servant.

If tenure is not recommended and subject to the opinion of the relevant SSC and Joint Administrative Committee, this probationary period may be extended to another year or the appointment terminated.

Junior Research Scientists (CR2) are required to devote all their working time to performing the above-mentioned duties. Further to a fully justified request they may be granted special permission to undertake other paid or unpaid activities that complement their research work, such as teaching.

SALARY

Gross monthly salary (€) on 01/01/2013 – Junior Research Scientists (CR2)

Step	01	02	03	04	05	06
Index of points	454	461	490	518	545	564
Salary	2102.16	2134.57	2268.85	2398.50	2523.51	2611.49

In addition to salary, JR2s (CR2s) receive an annual research bonus of €987,00 and an annual teaching allowance of €42,72 paid on a monthly basis.

The index of points attributed to a candidate when recruited is determined by his/her degrees and past career.

In all cases, past career is taken into account when calculating seniority.

CAREER

With seniority, each Junior Research Scientist (CR2) advances as shown below:

Step	Index of points (01/01/2013)	Seniority required for access to next step
6	564	-
5	545	2 years
4	518	1 year and 4 months
3	490	1 year
2	461	1 year
1	454	1 year

After a minimum period of 4 years in the job, Junior Research Scientists (CR2) may be promoted to the rank of **Experienced Research Scientist** (*Chargé de Recherche de 1^{ère} classe*) by selection, on the recommendation of the relevant SSC.

Junior Research Scientists (CR2) can apply for the open competition for recruitment as an Experienced Research Scientist (CR1) if they have completed four years in a research job.

After a minimum period of 3 years in the job, Experienced Research Scientists (CR1) may apply for **Research Director** (*Directeur de Recherche de 2^{ème} classe*) **open competitions**, in French public scientific and technological establishments. **Becoming a Research Director (DR2) represents a significant professional change. Therefore, a new research project must be presented and defended.**

Exceptionally, Research Scientists who do not meet this seniority requirement but have made an outstanding contribution to research may apply for Research Director open competitions, if so authorised by the Scientific Advisory Board.

A one-year seniority bonus is granted to Research Scientists who have worked in another establishment through a mobility process during a minimum period of two years:

- in a research or higher education establishment abroad,
- in a national or local Government body or a public or private company.

FIND OUT MORE ABOUT OPEN COMPETITIONS: ADVERTISEMENTS, CONTACTS

ADVERTISEMENTS

The opening date of each session of open competitions, the number of positions offered and the closing deadline for submitting applications is published in the Official Journal (*Journal Officiel*) of the French Republic.

The opening date of sessions of open competitions is also posted in French universities, engineering schools, research institutes, on the internet, in particular on www.inra.fr/en/ (see “Careers and jobs”) and in the press.

CONTACTS

Should you need further details on these procedures – eligibility requirements, material which you need to provide, examination schedule – please contact the Human Resources Department:



www.inra.fr/en/ (“Careers and jobs”)



concours_chercheurs@paris.inra.fr



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APPLICATION REQUIREMENTS

AGE

There is no age limit. However, any person over the legal maximum age for retirement in France (65) may not be recruited.

NATIONALITY

You may apply whatever your nationality. **Successful applicants who do not come from a member state of the European Union will have additional administrative procedures which may delay the job's starting date.**

DEGREES

To be able to apply for a Junior Research Scientist position (CR2), candidates must:

Hold one of the following degrees (article 17 of Decree n°83-1260 of 30 December 1983, modified):

- "Doctorat d'Université" (PhD) as defined by the Decree of July 5th, 1984,
- "Doctorat d'Etat" or "Doctorat de 3^{ème} cycle",
- "Doctorat" from one of the French "Écoles d'Ingénieurs",
- D.E.R.S.O. (diploma in odontology studies and research),
- D.E.R.B.H. (diploma in human biology studies and research),
- university degree from a foreign university, **on condition** that is judged **equivalent** to the above-mentioned degrees by the competent INRA Specialised Scientific Commission (refer to the "request for equivalence"),

or

show proof of scientific degrees or scientific research experience, **on condition** that they are judged **equivalent** to the above-mentioned conditions by the competent INRA Specialised Scientific Commission.

To apply for an equivalence, candidates must:

1. Select the Commission that will review your degree or scientific work or qualification. There are 12 SSCs. **Select the SSC relevant to your scientific sphere.**

List of the 12 Specialised Scientific Commissions (SSCs):

- SSC no. 1:** Agronomy, animal husbandry, sylviculture
- SSC no. 2:** Biology of interactions between hosts, pest, symbiots and commensals
- SSC no. 3:** Biology of populations and ecosystems
- SSC no. 4:** Ecophysiology, genetics and plant integrative biology
- SSC no. 5:** Plant and animal genetics
- SSC no. 6:** Mathematics, bio-informatics and artificial intelligence
- SSC no. 7:** Microbiology and food safety: biotechnology, system biology, pathology and pathosystem, ecosystem
- SSC no. 8:** Nutrition and toxicology
- SSC no. 9:** Animal physiology
- SSC no. 10:** Economics, social and management sciences
- SSC no. 11:** Science and engineering for food, materials, chemicals and energy
- SSC no. 12:** Earth, water and atmosphere sciences

2. Specify the grounds on which you have based your request and supply the following documents. Once the relevant Commission has given its opinion, your application will be definitively accepted or rejected.

Type of situation	Grounds for equivalence	Documents which you need to provide
A PhD or equivalent from a foreign establishment	Foreign degree	<ul style="list-style-type: none"> • Paper copy of the degree with its translation if necessary
A degree of doctor in medicine, doctor in pharmacy or veterinary doctor from a French or foreign establishment	Scientific work	<ul style="list-style-type: none"> • Paper copy of at least 2 articles published in a peer-reviewed journal • Paper copy of the degree (with its translation if necessary)
Other degree than one of the required degrees (see list on previous page)	Scientific work	<ul style="list-style-type: none"> • Paper copy of at least 2 articles published in a peer-reviewed journal • Paper copy of the degree (with its translation if necessary)
Doctoral dissertation to be defended soon in a French establishment	Scientific work	<ul style="list-style-type: none"> • Paper copy of at least 2 articles published in a peer-reviewed journal • Paper copy of an attestation from the establishment delivering the qualification that your PhD viva is pending. This must specify planned date of viva, composition of the jury and title of dissertation
Doctoral dissertation to be defended soon in a foreign establishment	Scientific work AND Foreign degree	<ul style="list-style-type: none"> • Paper copy of at least 2 articles published in a peer-reviewed journal • Paper copy of an attestation from the establishment delivering the qualification that your PhD viva is pending. This must specify planned date of viva, composition of the jury and title of dissertation

3. Fill in and sign the request form for equivalence (*demande d'équivalence*) (Form 4) in the administrative file (*dossier administratif*), which will then be submitted to the appropriate SSC for approval.

IMPORTANT: All candidates with the following qualifications must complete and sign this request form:

- a foreign degree,
- a scientific degree or studies other than the required degree,
- **a degree of doctor in medicine / doctor in pharmacy / veterinary doctor (a request for equivalence must be submitted based on scientific work experience).**

OTHER REQUIREMENTS

To be eligible to be a civil servant, you must:

- be entitled to your full rights as a citizen
- have fulfilled any obligations regarding military service
- never have been condemned for charges incompatible with the office
- satisfy the physical requirements involved

Mothers or fathers of three children at least as high-level athletes can compete without fulfilling the conditions regarding degrees. In this case, candidates will have to enclose paper copies of the appropriate supporting documents.

SELECTION PROCESS

The authorization to compete

The authorization to compete will be checked a posteriori, at the end of the final selection and at the time of the appointment.

For each open competition, the selection process will be in two rounds. At each step, applications will be reviewed by separate selection boards (*jurys*).

1st ROUND: SHORTLISTING (*admissibilité*)

Chaired by the President of INRA or his representative, each board has a minimum of eight members. All are of grade at least equal to that of the position to be filled:

- INRA personnel, selected from a list drawn up by the President of the Institute, upon the advice of the Scientific Advisory Board of each relevant Research Division,
- Non INRA personnel (between ¼ to ½ maximum of the board) chosen by the President of the Institute from a list drawn up upon the advice of the Scientific Advisory Board,
- One elected member from the scientific advisory authorities.

The names of the board members will be listed on INRA's French web site www.inra.fr « Carrières & Emplois » as soon as they are published in the "Bulletin Officiel de l'Enseignement Supérieur et de la Recherche" (BOESR).

The preliminary selection board (*jury d'admissibilité*) **examines the scientific value of the candidates**. This involves studying the scientific section sent by the candidate (contents detailed on page 2 in this Guide and on page 2 in the administrative file). The board determines whether the candidate has the scientific expertise and skills required **for the position**. After examining the applications, the preliminary selection board draws up the short list of candidates.

2nd ROUND: FINAL SELECTION (*admission*)

The composition of the final selection board (*jury d'admission*) is identical in its form to that of the preliminary selection board (*jury d'admissibilité*).

The names of the board members will be listed on INRA's French web site www.inra.fr « Carrières & Emplois », after signature by the President of INRA.

The final selection board (*jury d'admission*) interviews the shortlisted candidates. The purpose of the interview is to clarify details of the scientific file and to get a better idea of the applicant's personality, teamwork skills, ability to fit into INRA's environment as well as his/her career growth potential. The final selection board, having interviewed the shortlisted candidates, establishes the list of successful candidates by order of merit and, in some cases, establishes a complementary list (*liste complémentaire*). **Physical presence of candidates is required during the final selection.** Travel and hotel expenses are not supported by INRA.

Following this final selection, checks are made on the administrative conditions for applications of the successful candidates.

- compliance with the qualification condition provided for under Article 17 of Decree no. 83-1260 dated 30 December 1983, or with the conditions necessary to benefit from an equivalence;
- to have supplied precise information in the application package;
- to have sent or handed in all the items required in support of your application,
- compliance with the french public service access conditions.

The President of INRA can decide to offer a position to a candidate from the complementary list in the event that one of the successful candidates decides not to accept the position or in the event of a job vacancy occurring between two open competitions. In this case, the candidate from the complementary list will be contacted by mail and email.

Selection boards are considered to be the supreme authorities regarding the selection of candidates. Their debates are confidential. There is no appeal against their decisions. Candidates can therefore not ask the selection board to convey their remarks or assessment of their application.

NOTIFICATION OF DATE OF INTERVIEW

In order for all candidates to be treated equally, notification that they have been shortlisted for the final selection stage will be sent on the same date by postal mail and by email. This notification will include all the necessary information on the date, time and venue of the interview and any other specific instructions.

Please note that candidates have to pay the travel and hotel expenses that they spend to come to the final interview.

RESULTS

The list of candidates allowed to compete, shortlisted and successful will be posted:

- on INRA's French website:



www.inra.fr ("Carrières & Emplois")

- at INRA head office: 147, rue de l'Université – 75007 Paris - France

Besides, the Recruitment service **notifies individually the successful candidates** by postal mail and by email of the result of both rounds (shortlist + final selection). Unsuccessful candidates will be informed only by postal mail. **It is therefore essential that you inform the Human Resources Department, Recruitment service** (✉ concours_chercheurs@paris.inra.fr) **of any change of postal or email address during the period of the competitions.**

Requests from candidates regarding results by telephone or by email will not be treated.

SPECIAL ARRANGEMENTS FOR APPLICANTS WITH DISABILITIES (*candidats handicapés*)

Disabled persons applying for a position in the French Civil Service who have an official disability card may be entitled to special arrangements, depending on the nature of the disability.

These arrangements will only apply to the material conditions of the organisation of the final selection test. **Contents of interviews will be the same for all shortlisted candidates.**

Examples of arrangements:

The service in charge of organising the open competition may provide, for example, personalised assistance to persons with mobility or dexterity difficulties, hearing or visual impairment, etc. Extra time may be granted during the interview. Candidates can be provided with the assistance of a secretary or a voice amplifier, etc.

Should you wish to apply for such arrangements, fill in the “request for special arrangements” part of your administrative file and enclose a valid **official disability card**. Please enclose also **the medical certificate issued by a French Medical Doctor specializing in disability and stating which arrangements are required**.